

REQUEST FOR APPLICATIONS (RFA)
RFA # EOM-OPLA-001



From:
District of Columbia
Executive Office of the Mayor
Office of Policy and Legislative Affairs

Grant Title:
District Voting Rights Education Outreach

Announcement Date:
January 4, 2006

RFA Release Date:
January 9, 2006

Application Submission Deadline:
February 3, 2006

Deliver to:
Lafayette A. Barnes
Director, Office of Partnerships and Grants Development
One Judiciary Square
441 4th Street, NW
Suite 1130 North
Washington, DC 20001

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

Checklist for Applications

1. The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
2. The Applicant Profile, found in Attachment A, contains all the information requested and is attached on the outside envelope as the Face Sheet.
3. The Program Budget is complete and complies with the budget forms listed in Attachment C of the RFA. The line item budget narrative is complete and describes the categories of items proposed.
4. **The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.** Applications that do not conform to this requirement will not be reviewed.
5. The RFA is submitted in a sealed envelope. Sealed proposals **must be** clearly identified on the outside of the envelope "Application in Response to District Voting Rights Education Grant RFA #EOM-OPLA-001". **Unsealed and Unidentified Proposals Will Not Be Accepted.**
6. The Proposal Summary section is complete.
7. The Project Description section is complete.
8. The applicant is submitting the required six (6) copies of its proposal; of the six (6) copies, one (1) copy must be identified as the original. If the applicant fails to submit the required six (6) copies with one of the six stamped "original", the application will not be reviewed.
9. The application proposal format conforms to the "Proposal Format" listed in the RFA. Applications that do not conform to the proposal format will not be reviewed.
10. The Certifications listed in Attachment B is complete and contains the requested information.
11. The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
12. The application is submitted to the Executive Office of the Mayor (EOM) no later than 5:00 p.m., EST on the **deadline date of Friday, February 3, 2006**, to Lafayette A. Barnes, Director of Office of Partnerships and Grants Development, One Judiciary Square , 441 4th Street NW, Suite 1130 North, Washington, DC 20001
13. **Applications received at or after 5:01 p.m. EST on the deadline date of Friday, February 3, 2006, will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application will not be accepted after the deadline of**

5:00 p.m. February 3, 2006. Applicants will not be allowed to assemble application materials on the premises of the EOM. Applications must be ready for receipt by the EOM.

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**District of Columbia
Office of Policy and Legislative Affairs
Executive Office of the Mayor
Request for Applications RFA # *EOM-OPLA-001***

District Voting-Rights Education and Information Grant

SECTION I GENERAL INFORMATION

Introduction

The Fiscal Year 2006 Budget and Financial Plan, along with the FY 2006 Budget Support Act, establishes the appropriation of \$1,000,000 (one million dollars) to the Executive Office of the Mayor (EOM) to promote educational and informational activities to apprise the general public of the lack of voting rights in the United States Congress for District residents.

This Request for Applications ("RFA") is for the award of one or more subgrants to provide support for voting-rights educational and informational activities, which shall not in any way violate current Federal law forbidding lobbying activities on voting representation in Congress for the District of Columbia pursuant to Section 305 of the District of Columbia Appropriations Act, 2005, approved October 18, 2004, Pub. L. 108-335, 118 Stat. 1339, (and any substantially identical successor law).

The purpose of the program is to address the District's unique relationship with Congress and educate large segments of the American public that residents of the District of Columbia do not have the right to vote for fully empowered Members of Congress. Services and activities to be carried out under the subgrant program may include the production of national or regional television or radio announcements, the production of documentaries or film clips of varying lengths for broadcast by commercial or public-interest television and radio stations, print advertising in national or regional publications or newspapers, dissemination of brochures or flyers, and other similar vehicles of public communication.

The goal shall be to present a meaningful and memorable message concerning the lack of full voting rights on the part of District residents to a significant percentage of the American public in one or more presentations or promotions extending over a one-year period from the date of the subgrant award or awards.

Grant Awards and Amounts

The total amount available for awards by subgrants is one million dollars in local funds (\$1,000,000.00). Of this total, no more than \$500,000 shall be available to educate the general public about the District's unique relationship with Congress and no more than \$500,000 shall be available to educate the general public to correct the misconception that District residents have voting representation in Congress.

EOM has made no determination of a set number of subgrants, which may be one or more, so that the anticipated subgrant award or awards may range from one dollar (\$1.00) to one million dollars (\$1,000,000.00).

Eligible Organizations/Entities

An organization/entity meeting the following criteria is eligible to apply for the District Voter Rights Education and Information subgrant funds under this Request for Applications:

- Any non-governmental organization with demonstrated experience in developing and promoting informational activities as described in Section IV, Criterion A.
- Individuals are not eligible to apply.

Source of Grant Funding

Title I, Subtitle F of the Fiscal Year 2006 Budget Support Emergency Act, DC Act 16-168, enacted July 26, 2005, and Volume 2, Section G, p. 16 of the Fiscal year 2006 Proposed Budget and Financial Plan Congressional submission, once approved by Congress and signed into Public Law by the President, awards \$1,000,000 to the District of Columbia EOM for educating the general public about the District's unique voting relationship with Congress and to correct the misconception that District residents have voting representation in Congress.

Award Period

The grant award shall be expended for Fiscal Year 2006. The total duration of this grant, including any continuations under this provision, shall not continue after September 30, 2006.

Contact Person

For further information, please contact:

Lafayette A. Barnes
Director, Office of Partnerships and Grants Development
One Judiciary Square
441 4th Street, NW
Suite 1130 North
Washington, DC 20001
(202) 727-8900

Pre-Application Conference

The Pre-Application Conference will be held on **Tuesday, January 17th, from 3:00 pm to 4:00 pm** at the Office of Partnerships and Grants Development, One Judiciary Square, 441 4th Street, NW, 1130N conference room, Washington, DC.

SECTION II PROGRAM SCOPE

The Executive Office of the Mayor (EOM) is soliciting applications from qualified organizations interested in presenting a meaningful and memorable message concerning the lack of full voting rights in the District of Columbia. This message should be delivered to a significant percentage of the American public, nationwide, in one or more presentations or promotions extending over a one-year period from the date of the subgrant award or awards.

This program was formed to inform the nation of the lack of voting rights in the District of Columbia and to increase national support for full voting rights of District residents.

Applicants responding to this RFA shall provide innovative approaches to educating large segments of the national population on the District's lack of voting representation.

Applicants may not use any DC Appropriated funds, including funds awarded pursuant to this RFA, to lobby in support of voting rights in Congress for District of Columbia residents in violation of Section 305 of the District of Columbia Appropriations Act, 2005, approved October 18, 2004 (Pub. L. No. 108-335; 118 Stat. 1339), or any substantially identical successor law. This legislation forbids use of these funds to carry out lobbying activities for the purpose of promoting voting representation in Congress for the District of Columbia. Such prohibited activities may include providing assistance for any petition drive or civil action that seeks to require Congress to provide for voting representation in the District.

Applicants must follow the attached guidelines in developing their applications. Any audio or video production financed in whole or in part by the funds awarded pursuant to this RFA shall contain a voice-over, or in the case of a video production, a printed notice prominently stating, "Sponsored by the Government of the District of Columbia."

All applicants are encouraged to utilize best practices, innovative models and high-performance facilities models in developing their applications. Applications may include, but are not limited to, television, internet and radio outreach plans.

When providing the services specific in this application, the Grantee and its employees shall not be deemed an employee or agent of the District of Columbia Executive Office of the Mayor. The Grantee shall act as an independent contractor and is responsible for obtaining and maintaining appropriate liability insurance, payment of all FICA, state and federal taxes, and complying with similar requirements that are customary in the industry.

Collaboration Requirements

Applicants applying as collaborations shall describe each collaborator's relationship to the proposed program/services and shall discuss each partner's capabilities, roles and responsibilities. An applicant shall manage and monitor any sub-grantee relationships. An applicant shall submit a Collaboration Commitment Form found in Attachment D for each partner/collaborator.

SECTION III SUBMISSION OF APPLICATIONS

Application Identification

Six (6) copies, one original and five (5) copies, of the **proposal are to be submitted in a sealed envelope or package conspicuously marked "*Application in Response to District Voting Rights Education Grant RFA #EOM-OPLA-001*"** Of the six (6) copies, one (1) application **must be an original**. Applications must be mailed or delivered. Telephonic, telegraphic and facsimile submissions **will not be accepted.**

Application Submission Date and Time

Applications are due no later than 5:00 p.m. EST, on Friday, February 3rd, 2006. All applications will be dated and/or otherwise recorded upon receipt. **Applications received at or after 5:01 p.m., EST on Friday, February 3rd will not be forwarded to the review panel.**

Six (6) copies of the proposal **must be** delivered to the following location:

Office of Partnerships and Grants Development
One Judiciary Square
441 4th Street, NW
Suite 1130 North
Washington, DC 20001
(202)727-8900

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m. EST deadline on Friday, February 3rd, 2006 at the above location. **The Executive Office of the Mayor will not accept applications delivered at or after 5:01 p.m.**

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL.

SECTION IV REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will review, score and rank each applicant's proposal. When the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. The Executive Office of the Mayor will make the final decisions. The Executive Office of the Mayor reserves the right to reject all grant applications or to reissue the RFA.

Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A: Demonstrated experience in developing and promoting informational activities (Total: 35%)

The applicant will provide an employment history and references relevant to the proposed activities in the subgrant. "Promoting informational activities" includes, but is not limited to, grassroots outreach on public issues; media promotion through television and radio commercials; facilitating public discussion of an issue through national media programming; and specified community outreach. The application should also include examples of prior successes with educating messages to the public; awards and victories, if applicable; and a list of supporting staff and the experience of such staff.

The applicant will also attest to the ability to conform to the reporting requirements and deliverables for this grant. The deliverables that the grantee and/or subgrantee shall be required to deliver, depending on the nature of the services requested in the task order under the RFA, will comprise, but not be limited to:

- (1) A wide-ranging strategy for effecting positive changes on issues, including the identification of priorities, assessment of the potential for success, and a plan for an execution of outreach efforts;
- (2) Issue-specific outreach plans, including identification of key stakeholders, development of presentation materials and, where appropriate, existing and pending legislative or regulatory language (without lobbying for pending legislation as regulated by Section 305 of the District of Columbia Appropriations Act, 2005, approved October 18, 2004, Pub. L. 108-335, 118 Stat. 1339, (and any substantially identical successor law); and
- (3) Consultations on and proposal of specific issues between the advocacy services grantee and/or subgrantee and representatives of the District Government on how best to approach stakeholders on matters of interest. Such consultations might not necessarily include direct involvement of the Contractor in representations with the stakeholders in question.

(4) The reporting requirements also include timely updates on the budget, which shall be made to the EOM on a monthly basis and/or upon request.

Failure to conform to these deliverables may be cause for termination of the agreement and/or repayment of District funds.

Criterion B: Detailed proposal for advancing such activities pursuant to the proposed subgrant (Total: 20%)

The applicant provides a detailed proposal, including proposed messages, methods of communicating with the public, and plans to disseminate District voting information to various groups. The applicant will also detail which sections of the national public will receive the applicant's messages, and why those sections have been targeted. Please include any plans for coordinating with other groups or organizations in this section.

Applicants may not use any DC Appropriated funds, including funds awarded pursuant to this RFA, to lobby in support of voting rights in Congress for District of Columbia residents in violation of Section 305 of the District of Columbia Appropriations Act, 2005, approved October 18, 2004 (Pub. L. No. 108-335; 118 Stat. 1339), or any substantially identical successor law. This legislation forbids use of these funds to carry out lobbying activities for the purpose of promoting voting representation in Congress for the District of Columbia. Such prohibited activities may include providing assistance for any petition drive or civil action that seeks to require Congress to provide for voting representation in the District.

Criterion C: Current and active leadership and organization in place (Total: 20%)

The applicant will provide a list and description of the applicant's employees, structure of organization, history of organization, and any anticipated changes for the future of the organization and its employees. This should include key personnel and plans to replace key personnel who are departing or may depart the applicant's organization.

Criterion D: Budget (Total: 5%)

The applicant agrees to provide a detailed and clear budget, which includes line-item detail and budget narrative information; justifies each item; and offers ease of use for project accountability. The EOM will use this information to assess innovation and the benefit of communicating with specific messages to defined categories of audience.

The budget will be updated monthly to ensure accuracy, and must be available upon request by the EOM as part of the reporting requirements and deliverables.

Criterion E: Familiarity with District of Columbia Voting Rights History and Current Concerns (Total: 20%)

The applicant will provide statements or documents that show the applicant's (1) prior history, if any, of working with the District of Columbia government on public relations and/or grassroots

efforts; (2) knowledge of District of Columbia's governing history and its unique status within the United States of America; and (3) ability to work closely with the broader voting rights community, including project-based experience with voting-rights contacts and/or institutional capacity to develop such contact quickly.

Decision on Awards

The recommendations of the review panel are advisory and are not binding on the Executive Office of the Mayor. After reviewing the recommendations of the review panel and other relevant information, the Executive Office of the Mayor shall decide which applicants will receive funds and the amounts to be funded.

SECTION V PROPOSAL FORMAT

Applicants are required to follow the format below; each proposal must contain the following information:

- Applicant Profile (**Not counted in page total, See Attachment A, Face Sheet**)
- Table of Contents
- Application Summary
- Project Description
- Program Budget and Budget Narrative (**Not counted in page total, See Attachment D**)
- Certifications (**Not counted in page total, See Attachment B**)
- Appendices (resumes, facility assessment, supporting academic results, letters of support, etc.) (**Not counted in page total**)

The applicant's proposal may not exceed 45 double-spaced 8 1/2 by 11-inch pages. Margins must be no less than one inch; a font size of 12-point is required (Times New Roman or Courier type recommended). All text must be double-spaced. Pages must be numbered. **The review panel will not review applications that do not conform to the above requirements. Applications not meeting the format requirements will be returned to the applicants without being submitted to the review panel.**

Description of Proposal Sections

The purpose and content of each section are described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals, objectives, and project design. It is also important that the budget demonstrate the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization and the amount of grant funds requested. See Attachment A.

Table of Contents

The Table of Contents should list major sections of the application with a quick-reference page index.

Proposal Summary

This section of the application should be brief and serve as the cornerstone of the proposal. The proposal summary should highlight the primary project objectives that are discussed in depth in other sections of the application.

Project Description

This section of the application should contain a description that justifies and describes the activities to be implemented. The project description should include the majority of the program objectives outlined in the “scoring criteria” section.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment D. The budget for this proposal shall contain detailed, itemized cost information that shows direct and indirect costs. Indirect costs should not exceed 8% of the total grant award. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and shall return them with the application.

Appendices

This section shall be used to provide technical material, supporting documentation, and endorsements. Such items may include:

- Audited financial statement;
- Charter documentation;
- Roster of the Board of Directors;
- Staff resumes; and
- Letters of endorsement.

SECTION VI PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Applicants may not use any DC Appropriated funds, including funds awarded pursuant to this RFA, to lobby in support of voting rights in Congress for District of Columbia residents in violation of Section 305 of the District of Columbia Appropriations Act, 2005, approved October 18, 2004 (Pub. L. No. 108-335; 118 Stat. 1339), or any substantially identical successor law. This legislation forbids use of these funds to carry out lobbying activities for the purpose of promoting voting representation in Congress for the District of Columbia. Such prohibited activities may include providing assistance for any petition drive or civil action that seeks to require Congress to provide for voting representation in the District.

Any audio or video production financed in whole or in part by the funds awarded pursuant to this RFA shall contain a voice-over, or in the case of a video production, a printed notice prominently stating, "Sponsored by the Government of the District of Columbia."

SECTION VII GENERAL PROVISIONS

Audits

At any time or times before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited, and the grantees accepts same by applying for and accepting a sub-grant award.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving State Incentive Grant funds for youth substance abuse prevention.

SECTION VIII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Budget Form
Attachment D	Collaboration Commitment Form

ATTACHMENT A (FACE SHEET)

Applicant Profile
District Voting Rights Education Subgrant

Applicant Organization: _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

Email and Website: _____

Project Description: _____

Total Funds Requested: _____

ATTACHMENT B

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of the Mayor

Certifications Regarding Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as material representations of fact.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

A. The applicant certifies that it and its principals:

- (a) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (b) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
- (c) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

2. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620;

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about ---
 - (1) The dangers of drug abuse in the workplace and
 - (2) The applicant's policy of maintaining a drug-free workplace.
 - (c) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (d) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Lafayette Barnes, Office of Partnerships and Grants Development, One Judiciary Square, 441 4th Street, NW Suite 1130, Washington, DC 20001.
 - (e) Notice shall include the identification number(s) of each affected grant.
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (c), (d), (e), and (f).

3. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Lafayette A. Barnes, Director
Office of Partnerships and Grants Development
One Judiciary Square
441 4th Street, NW
Suite 1130 North
Washington, DC 20001
(202) 727-8900

and/or an EOM-designated person for monitoring the program as named by the Office of Policy and Legislative Affairs. This person shall be named by the Office of Policy and Legislative Affairs at the time applicants are selected for the grant award.

As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Typed Name and Title of Authorized Representative

4. Signature

5. Date

ATTACHMENT C

BUDGET

RFA # *EOM-OPLA-001*

A.	Personnel	\$ _____
B.	Fringe Benefits	\$ _____
C.	Travel	\$ _____
D.	Consultants/Contracts	\$ _____
E.	Supplies	\$ _____
F.	Equipment	\$ _____
G.	Training	\$ _____
H.	Operating Expenses	\$ _____
I.	Other Expenses	\$ _____
J.	Indirect Cost	\$ _____
PROJECT TOTAL		\$ _____

ATTACH LINE ITEM BUDGET NARRATIVE

ATTACHMENT D

Collaboration Commitment Form

Please include on this form information about the activities and/or services that will be provided by each of the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and the budget costs of the collaboration in the applicant's proposal submission. This form may be copied if there is more than one partner.

Collaborating Organization(s):

Name

Address

Telephone & Fax Number:

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application.

Authorized Representative(s)

Name(s):

Tel: _____

Tel: _____

Signature: _____ Date: _____

Signature: _____ Date: _____